



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

**Laundry Worker  
Permanent, Full –Time  
\$2297.00 - \$2792.00**

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**\*DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

**Final File: Until Filled**

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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**Permanent, Full –Time**  
**\$2297.00 - \$2792.00 Monthly**

## **Duties and Responsibilities:**

Under the direction of the Procurement Services Officer I:

Pick up soiled laundry, sort and prepare laundry for transportation to laundry cleaning facility. Distribute clean laundry to all areas of facility as needed. Clean linens will be delivered to the SNF, RCFE and DOMs daily, or as required. State linen will be stored, inventoried, and monitored in Clean Linen Rooms. Your duties require you to: maintain clean and organized work areas, report all safety, sanitation, OSHA, CFR Title 22, and CFR Title 8 deficiencies. Receive and sort resident clothing, assign work, instruction and training to junior employees, Work Studies and Volunteers. Complete related documentation relevant to Laundry Operations.

Assist other laundry personnel with the operation and maintenance of the facility laundry rooms.

Prepare reports, order supplies and repair parts, assist in other related areas, attend in-service training, on-the-job and other related training.

Perform routine day-to-day housekeeping tasks required to maintain a safe and clean work area. Promote and enforce safety rules and regulations including linen control. Ensure all federal, state and institution rules, policies and regulations regarding sexual harassment are adhered to. Maintain safety consciousness and awareness with special attention to factors such as:

1. Phone numbers to dial in emergency situations.
2. Alternate measures of summoning aid when phone is not available.
3. Location of the nearest fire extinguisher at locations where you spend most of your day.
4. The need to report any safety hazards that you observe.

## **How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413, Los Angeles, Ca. 90049, Attn: G Steward M80 55W 09/10.** All State applications must be postmarked no later than the final filing date.

## **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8224. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 5.20.11